

**PENN PLAZA OWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**08/23/2017**

Present at the meeting were:

Linda Martin Unit 101

Ed Kosorok Unit 109

Tony Saurini Unit 108

Cheri Kois – Units 104/105/106 (Owner)

Chris Atamian from Emerald Construction

Greg Williams – All Aspect Painting

Tammy Wittkop – managing agent

The meeting was called to order.

Minutes from the 07/12/2017 were approved as written.

The meeting began with a presentation from Emerald Construction on the project of bringing in a new MRI into unit 105/106. The tentative delivery date is December 2017. There will be a chase installed in unit 204 to vent the new equipment. Cheri is working with the Estate of McEwen, who is the current owner of unit 203 and 204 regarding running the chase through unit 204. They will bring in a crane to remove the old and install the new equipment. The Board reaffirmed that all the pavement from the east side of trash dumpster to the canal will need to be removed and replaced by Touchstone due to the prior and anticipated damage to the parking lot from the weight of the crane. Chris stated that they will be removing two A/C units in the back. They will be raising the elevation of the northwest corner of landscaping for the new condenser unit. Tony asked if the current foundation inside the units was within code for the new equipment. Chris affirmed that the foundation was adequate and within codes. Chris stated that there will be two vents installed on the west side and on the east side. The Board stated they will not approve vents in the exterior side walls. The Board wants all venting to go up through the roof. Chris is to get back to the Board regarding the status of the vents.

The Board walked the exterior of the building to review the painting project with Greg Williams. There was a little sanding and clean up on the north stairs that needed more attention. A motion was made, seconded and carried to approve the painting project and pay the full contract amount provided All Aspect sands the handrail and repaints on the north staircase.

Tammy stated that the occupant Lisa Parker in unit 203 did install a washer/dryer unit. She went through the City, obtained all necessary permits and forwarded the documents to verify she had followed the Board's stipulations.

The Board reviewed the current management agreement with C2C Inc. Tammy stated that she had not increased rates in over a decade. A motion was made, seconded and carried to enter into a new agreement with C2C Inc beginning August 2017 with an increase in management fees from \$350 to \$450 per month. The contract is for two years. The contract can be terminated by either party with 30 days notice.

The financials for July 2017 were reviewed. A motion was made, seconded and carried to approve the financial statements.

Next meeting will be on 10/04/2017 at noon in unit 101.

The meeting was adjourned.